Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

March 23, 2017

WIDA Test Window Closing and Student Completion Check

The testing window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs** will close on **Friday, March 24, 2017**. **Districts and schools should ensure that all students scheduled to test have done so by this date.**

To help monitor online testing completion, the Daily Cumulative Student Status Report can be generated in the WIDA Assessment Management System (WIDA AMS). Additional information about generating this and other testing Status Reports can be found in the WIDA AMS User Guide, which is located on the WIDA website (www.wida.us).

This report can be used for comparison with your local roster of students who should be testing to ensure that all students have completed their online tests. Tests that have a status of **In Progress** or **Completed** at the close of the testing window will be included in final scoring and reporting. Tests that have a status of **Not Started** will not be included; however, these could represent students who were initially set up in test sessions and are no longer enrolled, or completed the paper version of WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs.

Please contact **DRC Customer Support** with any questions about how to access this report at WIDA@ DataRecognitionCorp.com or 1-877-560-8378, Option 5.

The M-STEP will continue through 2017-2018 See the article on page 5 for more information on the future of our assessments.

Key: Reminder (previously run article)

WIDA Materials Return and Test Booklet Bubbling

Districts must return all WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs materials by **March 31, 2017,** or paper-based student tests will not be scored. For directions on returning materials, please refer to the Michigan-Specific WIDA ACCESS Test Administration Manual (page 16) located on the WIDA web page (www.michigan.gov/wida) under the Current Assessment Administration section.

Educators must also be sure to refer to the Michigan State-Specific Directions (goldenrod sheet) that was included with materials to ensure correct bubbling of student booklets that do and do not have student labels.

WIDA ACCESS for ELLs 2.0 Test Administration Survey

Test Coordinators, Test Administrators, and Technology Coordinators who administered the online or paper/pencil WIDA ACCESS for ELLs 2.0 only are invited to participate in a Test Experience Survey (https://uwmadison.co1.qualtrics.com/jfe/form/SV_8IjdLkhPtd7huVT). This survey asks educators in these roles to provide feedback on customer service, training, and technology related to this spring's administration. Michigan Department of Education and WIDA will use the results to help make decisions regarding future enhancements and development.

District and School Contacts Page Updated

The District and School Contacts page on the Secure Site allows you to verify or identify key assessment contacts in your school or district, such as the M-STEP Coordinator, SAT Test Coordinator, District Assessment Coordinator, etc.

Now you can also identify the district MSDS (Michigan Student Data System) and EEM (Educational Entity Master) Authorized users along with their contact information.

Why is it important to know who your district MSDS and EEM Authorized Users are?
Student demographic information for assessment and accountability purposes on the Secure Site comes from MSDS. If you see a discrepancy that needs to be updated, such as special education (SE), homeless (HL), student name change and much more, then you would need to contact your district authorized MSDS user to make sure it is updated in MSDS. Also your student enrollment comes from MSDS for accountability calculations.

On the Secure Site, grade levels available for ordering testing materials along with the address and assessment contact person's name come from the EEM. Paper/pencil materials are sent to the assessment contact listed in the EEM and to the address listed in the EEM for the assessment contact. All assessment coordinator names and contact information is maintained in the EEM by the district EEM authorized user. Our office uses contact information for important communications and shipping of paper/pencil testing materials. If any of this information needs to be updated or is incorrect, work with your district EEM authorized user to have it corrected.

Grades 5, 8, and 11 M-STEP Materials Shipment

The M-STEP test materials for grades 5, 8, and 11 will be delivered to districts next week, **March 27–29, 2017**.

Materials will be shipped to the address that is listed for M-STEP Coordinator for each building in the Educational Entity Master (EEM).

Along with the test materials, the school will receive the following:

Security Checklist
- list of all items and barcodes for secure materials in the order

Packing List
- list of all items, quantities, and box locations for the entire order

Box List
- list of all items in each box in the order

Secure Materials are listed separately and should be verified. In the event there is any discrepancy between the secure materials list and the secure materials received, please contact the Call Center (Option 3) to report any missing secure materials.

Schools should inventory all materials received to be sure everything that was ordered was shipped – this will ensure there is ample time to order any additional materials if necessary.

After conducting an inventory of materials, any additional materials can be ordered during the Additional Materials Order window. The Additional Materials Order window for grades 5, 8, and 11 is **April 4–May 2, 2017**.

For schools that selected the alternate delivery date, those materials will arrive in schools **April 3–5, 2017**.

Additional Material and Makeup Orders

Schools that need additional materials have an opportunity to order them from the Additional Material Order screen of the Secure Site. Before placing an additional material order please make sure to inventory the initial materials that were received. It is also important to make sure you have received a return kit for paper/pencil testing and if needed, order it as soon as possible to prevent delaying the return of materials.

The dates for additional material and makeup orders are:

- **SAT, WorkKeys, PSAT 8/9,** and **PSAT 10:** March 23–30, 2017 at 11:59 PM

- **WorkKeys make-up orders:** April 12–13, 2017 at 5:00 PM

- **MI-Access Grades 3-8 and 11:** April 4–May 23, 2017 at noon

- **M-STEP Grades 5, 8, and 11:** April 4–May 2, 2017 at noon

- **M-STEP Grades 3, 4, and 7:** April 25–May 23, 2017 at noon

Initial, additional, and WorkKeys makeup material orders can be viewed and tracked on the Material Order Summary report found on the Secure Site (www.michigan.gov/baa-secure) under the **Assessment Registration** and then **Material Orders** menu. This includes the materials for schools testing online that are automatically shipped by our office.

IMPORTANT NOTE: SAT makeup materials must be ordered April 12–13, 2017 through the College Board using an email that will be sent to the SAT Test Coordinator.

Spotlight

on Student Assessment and Accountability

🪧 MI-Access Test Administration Manuals Available – Online Only

The MI-Access Test Administration Manuals (TAMs) for paper/pencil and online are available on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section. The Paper/pencil TAM is divided into roles so that sections may be printed as needed.

All staff involved in the MI-Access administration should download, read, and understand the policies, procedures, and guidelines documented in the TAMs that are relevant to their role in testing.

Note: Effective this year, both TAMs are **only available online** in electronic format. No TAMs will be shipped to district/schools.

These two TAMs are:

* 2017 Paper/Pencil Test Administrator Manual includes comprehensive MI-Access program information and directions for the administration of the Functional Independence (FI), Supported Independence (SI), and Participation (P) paper/pencil assessments

* 2017 Online Test Administrator Manual focuses on the administration information and directions for the online administration of the FI assessments and online Answer Document entry of SI and P student responses

Important Reminders:

* All students taking the FI English Language Arts (ELA) assessment must take the Expressing Ideas test on paper whether they are testing online or with paper versions. There is no online version of FI Expressing Ideas.

* Supported Independence and Participation assessments are administered using paper materials but the responses for both the Primary and Shadow Administrator must be entered online.

MI-Access Training Opportunity for P/SI Administration

The MI-Access team would like to highlight some great training tools available for you and your staff on the MI-Access web page (www.michigan.gov/mi-access) in the **Professional Development** section. As an example, the Participation (P) and Supported Independence (SI) tests are designed to be administered by two test administrators. We have a training module series on administering and scoring the P/SI assessments using a video format that has proven to be very informative at this link (http://video1.resa.net/mde/PSI/module1.html).

The series is presented in seven modules and includes a section on how to enter the student scores in the online answer document when testing is complete. We highly recommend that all P/SI test administrators review the modules annually (especially new staff members). It is important to make sure all staff members have electronic copies and review the Test Administrator Manuals for paper/pencil and online testing.

The **Professional Development** and the **Current Assessment Administration** sections have numerous training items and instructional materials to consider when preparing for the MI-Access administration coming up next month.

Spotlight on Student Assessment and Accountability

MI-Access Webcast Archive

The recorded MI-Access webcast that took place on March 8, 2017 is now available online. This webcast is a great resource for MI-Access Coordinators, as well as for those giving the MI-Access assessment directly to students. The recorded webcast can be found on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Professional Development** sections. MI-Access coordinators and assessment administrators are strongly encouraged to review this webcast and the training referenced within it. It covers:

- an overview of MI-Access

- an explanation of the different roles of the assessment (coordinator, administrator, etc.)

- practical tips and instruction on how to give the MI-Access Functional Independence online assessment

- practice tips and instruction on how to give and score the MI-Access Supported Independence and Participation level assessments

INSIGHT Tools Poster

The Michigan Department of Education has created a poster that may be used in classrooms during testing to help remind students of the tools that are available in the INSIGHT testing engine for M-STEP and MI-Access. The poster is available on the M-STEP web page (www.michigan.gov/mstep) in 8.5x11, 11x17, and 16x24 sizes.

It is important to note that for a standardized administration of the assessment, all students must receive the same test directions during the administration. Also, when testing students should only have allowable testing materials, such as scratch paper or graph paper. These materials that can be written on are secure materials and must be collected and securely destroyed. For these reasons, there are specific requirements that must be followed when using this poster:

- This is the **only** INSIGHT Tools poster that may be posted during testing. No other Tools poster may be displayed at any time during testing.

- Posters **must not** be within reach of students during testing – the poster is to be displayed in the classroom, but not placed at or on student desks or computers.

Any other use of these posters is prohibited.

M-STEP to Continue Through 2017–18

Beginning in mid-April, the Michigan Department of Education (MDE) will administer for the third year the Michigan Student Test of Educational Progress (M-STEP) to students in grades 3-8. Like last year, the M-STEP will be given online to nearly all students and will measure current student knowledge of Michigan's high academic standards in English language arts (ELA), mathematics, science, and social studies.

High school students in grades 9 and 10 will continue to take the PSAT in preparation for the SAT college entrance exam given to high school juniors as part of the Michigan Merit Exam (MME). The MME consists of

- a free SAT that also measures student knowledge on state English language arts and mathematics standards;

(Continued on next page)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

- M-STEP science and social studies assessment components; and

- a work skills assessment called WorkKeys.

Michigan's assessment vision, designed to promote our goal to become a top 10 education state within 10 years, calls for a transition to a new system of assessments beginning in the 2018-19 school year. This means the assessment system laid out above will remain in place for the 2017-18 school year.

Next Steps:
MDE staff, in collaboration with various stakeholders groups as part of the development of our Every Student Succeeds Act (ESSA) plan, are working to finalize plans so we can implement the vision successfully There are some decisions that we can communicate now:

- we are looking at a launch of the new system for the 2018–19 school year

- the decision has been made to transition the 8th grade assessment from the M-STEP to the PSAT 8/9 for math and English language arts

- we are looking at a system where a variety of benchmark exams will be used each year that include:

    ◆ a required benchmark assessment in the fall

    ◆ a group-work/problem solving activity in the winter (optional)

    ◆ a required comprehensive benchmark assessment in the spring (similar to the M-STEP)

Michigan's assessment vision has been described in recent presentations to education stakeholder groups and to the State Board of Education. This presentation is located on the ESSA web page (www. michigan.gov/essa). Select **ESSA State Plan**, then click on the **Assessment Implementation** link. Future assessment updates will be available on Michigan's ESSA page and through the Spotlight newsletter.

State Assessment Parent Resources

As the Michigan Student Test of Educational Progress (M-STEP) and Michigan Merit Examination (MME) testing window approaches, schools and teachers will start to get questions from parents regarding how their children will experience state testing in 2017. The communications team at the MDE has prepared several helpful documents that can help you communicate with parents before the April 10, 2017 testing window opens. These can also assist you in answering questions that might arise, including requests to allow children to "opt out" of testing.

Available now on the M-STEP (www.michigan.gov/mstep) and MME (www.michigan.gov/mme) web pages under the **What's New** and **Parent/Student Information** sections:

- Parent letter from State Superintendent Brian Whiston including opt out information
  Note: Remember, while we support parents in making educational choices for their children, there is no allowable assessment opt out provided in state or federal law. Students who are not assessed will count against their schools' participation rate, which will influence how the district's success is reported in Michigan's Accountability Scorecard.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

- [2016-2017 Guide to State Assessments](#)

- [Michigan's State Assessment System: What it is, What it Means – And What it Offers](#)
  This popular one-page handout has been updated. (Spanish, and Arabic translations coming soon.). A [companion PowerPoint presentation](#) in English has also been updated. This publication provides an overview of Michigan's state assessment system and the upcoming Spring 2017 testing schedule.

- [Student Testing: What Parents Can Do to Help Students Prepare](#)
  This NEW resource helps put state assessment into perspective and provides practical tips on how families can ease students' anxieties and foster success. (Spanish and Arabic translations coming soon.)

Also available on the [MI-Access web page](#) (www.michigan.gov/mi-access):

- [Parent Guide to MI-Access](#) for parents of students taking Michigan's alternate assessment.

Additional Materials Coming Soon:

- **Michigan State Assessment Communication Toolkit**

- **M-STEP/MME Parent Report Video**
  This update video will provide an easy-to-understand summary of the M-STEP assessment and walks viewers through how to read and interpret student scores within the M-STEP and Michigan Merit Exam Parent Reports.

📌 FAME Project Accepting New Coach Applications through May 5, 2017

The Formative Assessment for Michigan Educators (FAME) project is entering its tenth year, and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process; rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online [2017–18 New FAME Coach application](#) is available on the [MDE Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 5, 2017**. If you have any questions, please contact Kimberly Young, MDE/OSA at youngk1@michigan.gov or 517-373-0988.

Spotlight
on Student Assessment and Accountability

SAT Corner
Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Additional Material Order Window – March 23–March 30, 2017

If you need additional standard testing materials for SAT, PSAT 10 or PSAT 8/9, you will use the Secure Site to order standard test books, standard answer sheets, or supervisor's manuals. The orders will be processed on a daily basis during the window, therefore the earlier you request materials, the earlier you will receive them. **Note:** If test books are ordered, then the subsequent number of answer sheets, an answer sheet test return kit, and manuals necessary for the administration and return of these tests will also be automatically sent – you don't need to order those separately. If answer sheets or manuals are ordered, only these materials will be shipped

If you did not receive the correct nonstandard testing materials, contact the Michigan Educator Hotline and select Option 1, then Option 3 to reach the SSD office.

Pre-ID Label

All Pre-ID labels and answer sheets were included in a shipment addressed to the test center supervisor. The Pre-ID label has the student UIC number in the upper left corner that students will use when asked for the "Student ID" or "Registration Number" on the SDQ and the SAT, PSAT 10, and PSAT 8/9 answer sheets.

UIC
1234567890 Last Name First Name
9876543210 School Name
DOB: mm/dd/yyyy
GENDER: M GRD: XX
Assessment Name/Year   321654987

(Pre-ID Label)

📌 Attending Institution (AI) and Test Center (TC) Numbers

The AI code is used to connect your students' scores to your school. The same AI code will be used for students taking the SAT, PSAT 10, and PSAT 8/9, and will most likely be the same AI code you used last year. This code is a 6-digit number and usually starts with "23".

The TC numbers are used **only** for the SAT and are unique to an administration; therefore, this TC number will only be used for the state-provided

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

SAT in April. The TC number indicates the location where the student is testing, so schools administering the SAT at an off-site location will receive a unique TC number for each site. The TC number is a 5-digit number and usually starts with "8".

As much as possible, the manuals will refer specifically to the **AI code**, **6-digit AI code**, **test center number**, or the **5-digit test center number**. You were sent an email with your AI and TC numbers in January. If you do not have access to these numbers, the Test Center Establishment Page in the Secure Site lists the SAT AI/HS Code and the SAT Test Location Code, which is your school's test center number. Please note that off-site locations will only list the AI/TC for the primary AI and not for each off-site location. Please refer to the email you received for each off-site test center number.

📌 SAT Online Rosters

Students testing on the primary test day and under the supervision of the test center supervisor will be listed on the supervisor online attendance roster which is accessible at this link (www.ets.org/supervisor). These rosters must be used and submitted with the test materials. Students testing in the two-week accommodated testing window, under the supervision of the SSD coordinator, will be listed on the NAR, which is now available for SSD coordinators. The NAR, however, is still being confirmed and will be finalized by **March 24, 2017**.

If you have inaccurate information in the online attendance roster, check these common occurrences:

1. Is the student scheduled to test in the two-week accommodated window? If so, they will be listed on the NAR once this list gets finalized.

2. Is the student pre-identified in the Secure Site? If not, Pre-ID the student and they should show up on the roster in 7-10 days. Make sure to locally print a Pre-ID label for the student.

For other inconsistencies, contact the Michigan Educator Support Hotline.

The online attendance roster will default to "N" under the "Photo Required" column (as shown below). This refers to whether an admission ticket requires a photo. Since students in Michigan do not use admission tickets, disregard this column.

Test Center Number: 82000

SAT with Essay

(Group Type: A1)

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted.

	Student's Name Last First ML	UIC Number	P-Present A-Absent X-No Entry	Date of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Pre-ID Label	High School Code
1	Mariable Senior T	000000000	P	4/30/99	F	N	N	✓	✓	230000
2	Openbook Texter L	0000000000	A	3/01/99	M	N	N			230000
3	Reader Constant	000000000	P	5/11/99	F	N	N	✓	✓	230000
4	Ready Flowery	000000000	P	6/30/99	F	N	N	✓	✓	230000

There are no rosters for PSAT 8/9 or PSAT 10. You can create your own rosters locally and these do not need to be returned with testing materials.

Upcoming Information

Test center supervisors will receive a few emails on April 10, 2017 regarding the following information:

- UPS pickup dates and times

- how to order makeup materials

Specific tips and reminders about these two items will be in next week's Spotlight.

Upcoming Webinar

If you cannot attend the webinar during the scheduled time, you can register and the presentation will be emailed to you afterwards.

The PowerPoint presentation for the upcoming webinar on using the rosters is now available on the MME web page (www.michigan.gov/mme) for your review.

- **Using Rosters for Administering the SAT – March 28, 2017 at 3:00 PM EST:** How to use the online attendance roster and NAR to help finalize room assignments.

  Register (www.tinyurl.com/MIRosters)

Spotlight

on Student Assessment and Accountability

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys Test Administration Materials

The ACT WorkKeys initial test date is just around the corner—**Wednesday, April 12, 2017**. To help you manage your school's ACT WorkKeys materials, today's article will focus on what you need to know about initial ACT WorkKeys materials, placing orders for additional ACT WorkKeys materials, and ordering ACT WorkKeys makeup materials.

Initial and Non-Secure ACT WorkKeys Materials

Non-secure and initial secure materials were combined into one shipment for the Spring 2017 administration. These materials, as well as any accommodated materials, are being shipped from ACT for distribution to schools either the week of March 20, 2017 or March 27, 2017, as selected on the Manage Participation screen in PearsonAccess^next. Be sure to check the materials as soon as you receive them to make sure your school has a sufficient supply for your test administration.

A Note about Initial ACT WorkKeys Materials (Standard Time and Accommodated)

The quantities of all initial ACT WorkKeys materials are based on your school's Pre-ID counts pulled from the Michigan Department of Education (MDE) Secure Site as of 5:00 PM on February

14, 2017. If, after receiving and checking in your ACT WorkKeys materials, you find the number of examinees scheduled to test exceeds the number of ACT WorkKeys materials you received, you will need to order additional ACT WorkKeys materials through the MDE Secure Site (www.michigan.gov/baa-secure). Please keep reading for information on placing orders for additional ACT WorkKeys materials.

Ordering Additional ACT WorkKeys Materials

Your school can order additional ACT WorkKeys standard time and accommodated materials through the MDE Secure Site (www.michigan.gov/baa-secure) beginning **Thursday, March 23, 2017** through the following **Thursday, March 30, 2017 at 11:59 PM ET**.

Instructions for the Additional Material Order function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

Makeup Materials

The window for ordering ACT WorkKeys standard time makeup and accommodated materials through Additional Material Order screen on tthe MDE Secure Site (www.michigan.gov/baa-secure) is **Wednesday, April 12 – Thursday, April 13, 2017 at 5:00 PM ET**.

PLEASE NOTE: the deadline date (April 13, 2017) and time (5:00 PM Eastern Time) are firm, and **NO** exceptions can be made after the deadline.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](www.act.org/aap/state/contact.html)
   (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244

   - standard time: ext. 2800

   - accommodations: ext. 1788

3. email accommodations questions to
   ACTStateAccoms@act.org

Spotlight

on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Online and Paper/Pencil Testing

Friday, March 24, 2017:
- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window **CLOSES**

Paper/Pencil Testing

March 23 – 30, 2017 at 11:59 PM:
- **SAT, WorkKeys, PSAT 8/9,** and **PSAT 10** additional material orders

March 31, 2017:
- **WIDA** Materials Return Deadline

Coming Next Week . . .

Paper/Pencil Testing

March 28, 2017 at 3:00 PM:
- **Using Rosters for Administering the SAT webinar –** How to use the online attendance roster and NAR to help finalize room assignments.
  Register (www.tinyurl.com/MIRosters)

March 2017

Online Testing

Now – May 5, 2017:
- **FAME** Project Accepting New Coach Applications through May 5, 2017 (see the article on page 7)

Now – May 26, 2017:
- Pre-ID of students for online testing for **M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**.

Online and Paper/Pencil Testing

Now – March 24, 2017:
- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

Now – May 26, 2017:
- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

Now – May 26, 2017:
- eDIRECT available for online test administrative tasks for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**.

Now – May 26, 2017:
- eDIRECT available for online test administrative tasks for the **Science Pilot**

April 2017

Online and Paper/Pencil Testing

April 10 – May 26, 2017:
- **MI-Access** Test Window: All Grades

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight on Student Assessment and Accountability

Important Dates

April 27 and 28, 2017 from 8:00 AM — 4:00 PM:
- **WIDA Workshop for School Leaders**
  REGISTRATION IS CLOSED

Online Testing

April 10 – May 5, 2017:
- **M-STEP** Test Window: Grades 5, 8, and 11

April 10 – May 26, 2017:
- **Early Literacy and Mathematics Benchmark Assessment** Test Window: Grades K–2
- **Michigan Science Standards Pilot** Test Window: Grades 5, 8, and 11

Paper/Pencil Testing

April 4 – May 23, 2017 at noon:
- **MI-Access** additional materials and makeup orders

April 4 – May 2, 2017 at noon:
- **M-STEP Grades 5, 8, and 11** additional materials and makeup orders

April 11 – 28, 2017:
- **M-STEP** Test Window: Grades 5, 8, and 11 Please see the Paper/Pencil Summative Testing Schedule for content specific dates located on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

April 11, 2017 (Initial) and April 25, 2017 (Makeup):
- **SAT:** Grade 11

April 12, 2017 (Initial) and April 26, 2017 (Makeup):
- **ACT WorkKeys:** Grade 11

April 11–12, 2017 (Initial) and April 25–26, 2017 (Makeup):
- **PSAT 8/9:** Grade 9
- **PSAT 10:** Grade 10

April 12 – 13, 2017 at 5:00 PM:
- **WorkKeys** makeup orders

April 25 – May 23, 2017 at noon:
- **M-STEP Grades 3, 4, and 7** additional materials and makeup orders

May 2017

Online Testing

May 1–26, 2017:
- **M-STEP** Test Window: Grades 3, 4, 6, and 7

May 31, 2017 from 8:00 – 4:00 PM:
- **WIDA Workshop for Online Screener**
  REGISTRATION IS CLOSED

Paper/Pencil Testing

May 2–19, 2017:
- **M-STEP** Test Window: Grades 3, 4, 6, and 7 Please see the Paper/Pencil Summative Testing Schedule for content specific dates located on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Recently Asked Questions . . .

Will the test administrations manuals be sent to schools or will schools need to print them?

Schools need to print or view the M-STEP Test Administration Manual online. It is available on the M-STEP web page (www.michigan.gov/mstep) under the **Current Assessment Administration** section.

The MI-Access Test Administration Manuals (TAMs) for paper and online administration will **not** be printed and shipped this year (see the article on page 3).The TAMs are available online for printing or viewing under the **Current Assessment Administration** section of the MI-Access web page (www.michigan.gov/mi-access).

What materials for M-STEP or MI-Access will be sent to a school testing ONLINE ONLY?

Materials shipped for schools testing online only are as follows:

M-STEP Online Only:
- Security Compliance forms
- Online Test Administration Directions
- Materials Return Kits

MI-Access Functional Independence (FI) Online Only:
- Security Compliance forms
- All students taking FI – ELA: Accessing Print and Using Language will receive **PAPER** versions of the Expressing Ideas regardless of mode of testing
- Materials Return Kits

MI-Access Participation and Supported Independence (P/SI) Paper/Pencil Only:
- The P and SI assessments are still paper/ pencil administrations and schools will receive administrator test booklets, student picture cards, and scoring documents. The answer document is online for score entry. See the Instructions for Score Entry on the MI-Access web page (www. michigan.gov/mi-access).

Please Note: This year districts were given the option to ship **directly to schools**. Those schools should be sure to watch for their delivery of materials and secure them.

Can part 1 and part 2 of an M-STEP test be given out of order, or does part 1 need to be taken before part 2?

Test sessions for both paper/pencil and online science and social studies are expected to test Part 1 before Part 2. Students who are not in attendance during the Part 1 session but are in attendance during Part 2 may take Part 2 with the class and Part 1 in a makeup session.

Please Note: All students in a test session need to be taking the same test part so the student hears the correct test directions.

Why has my TSM started returning a "Content Update Error" when I try to update the content?

Please try updating the time on your server. Ideally, it should be within 30 seconds of http://time.gov. This has been a problem for several schools after the Daylight Saving Time switch.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Recently Asked Questions . . .

If a student is dismissed for prohibited behavior for one of the three components of the MME (SAT, WorkKeys, M-STEP Science and Social Studies), can they still take the remaining tests? For example, if a student was dismissed for SAT, can he/she still take the WorkKeys and M-STEP?

Yes, if a student is dismissed for prohibited behavior for SAT, he/she should still take the WorkKeys and M-STEP components.

The phone number on my College Board packing list is incorrect. Do I need to change it?

No, the phone number on all packing lists is defaulting to the same number. You can disregard this error.

The packing list for the PSAT 10 indicates that I will be getting a lot more answer sheets than I should. Did I receive the correct number?

Yes, you should have received the correct number of PSAT 10 answer sheets based on the number of students you pre-identified. The number listed on the packing sheet for this particular item is incorrect.

My students want to send their SAT scores to Oakland University, but this institution is not listed on the SAT School Day Score Reporting Code List. What is their code?

The code for sending scores to Oakland University is 1497.

Students testing in the same room could have different content (reading, writing and language, math) for the PSAT 8/9 variable section. What if my students have 50% extended time for math only and receive the reading content?

Use the timing chart on page 30 of the PSAT 8/9 Supervisor Manual for the variable section for all students. Therefore, students in a room with 50% extended time in math only will be given 30 minutes to complete the variable section, no matter the content in which they are given.

Have Questions?
Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues